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~~SECRET~~

ER 10-2591

8 April 1958

MEMORANDUM FOR: Executive Assistant to the DD/S

SUBJECT : CIA Agency Notice and CIA Functional Regulation Covering New Responsibilities of SA/PT/DCI

CIA Notice

1. Mr. Bissell concurs in your final version of the CIA notice which you forwarded to this office on 4 April 1958.

Print, to go out with my DCI memo of 4/10 if necessary. Otherwise file.

CIA Functional Regulation

2. Attached at Tab A is our version (approved by Mr. Bissell) of the new functional regulation for SA/PD/DCI.

3. Please note:

a. That existing function c. (Coordination of external research) is dropped in our version of the functional regulation as indeed it was in your suggested version. It would seem to this office that this function is covered in the new R&D language (CIA [redacted] same subject, should now also be dropped. It would seem no longer necessary to cover subject in such detail).

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b. That existing function d. (Perform related duties as DCI requires) is retained in our draft while it had been dropped in your suggested draft. We have retained it to cover such contingencies of special assignments as may arise.

4. In view of the desire of the DCI and Mr. Bissell that formal publications be issued promptly I would appreciate earliest advice regarding any question that may delay publication.

[redacted]

STAT

[redacted]
Office of the Director
Planning Staff

ILLEGIB

[redacted]

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ER-10-2441

2 April 1958

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Formal Action to Take Account of New Research and Development Responsibilities

1. I am sure you are aware that for some months action has been in process to give me some additional responsibilities for research and development and you are probably aware that a memorandum outlining the new responsibilities was prepared for the Director and used by him on the occasion of his last meeting with the President's Board of Consultants. After that meeting the memorandum was circulated to various officers including the DD/P and the DD/S and I received comments from both of them on it.

2. I have now revised the last paragraph in a way in which I hope will take account of the desires of the DD/S and the DD/P. In particular, the revised draft stipulates that any actions to reallocate personnel or funds among different research and development activities will be coordinated with the Deputy Directors concerned if such actions would have an important effect on their organizations. I am hopeful that in its present form this paper will be satisfactory to you and the DD/P.

ILLEGIB

3. As noted on the attached copy, I extracted the Director's signature on this paper on 28 March. When he signed it he requested that an appropriate piece of paper be formally published promptly, if possible with an effective date of 1 April. On the other hand, I am sure that his approval was not intended to foreclose any further modifications that you or the DD/P may regard as desirable.

4. I have sent a copy to the Acting DD/P and asked for his further comments. May I suggest that in the meanwhile you start the machinery rolling to prepare whatever formal publication that is appropriate. Anything that is drafted in the next two or three days can readily be modified to take account of your own and the Acting DD/P's comments if such further

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modification should seem desirable. I leave it to you and your staff to decide whether this paper should be published in its present form with or without amendments, or made the basis of a Regulation in rather different language or perhaps be circulated with and referred to in a Regulation but not included in it. I doubt if extensive coordination is required at this point since the substance of the attached paper is now well known to all the Deputy Directors and to all other senior officers of the Agency who are concerned.

5. Could you let me know at your convenience how you plan to proceed. Mr. Lampshire in my office can work with anyone you designate on this matter. He will know my views and can keep me advised.

STAT

Attachment:

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RICHARD M. BISSELL, JR.
Special Assistant to the Director
for Planning

cc: Acting DD/P

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DD/S
58-1232

ER-10-2440

2 April 1958

MEMORANDUM FOR: Acting Deputy Director (Plans)

SUBJECT : Formal Publication of My New Research and Development Responsibilities

1. I mentioned to you on 1 April that I had slightly revised the paper on the above subject which was circulated to you several weeks ago and which the Director used at his last meeting with the President's Board of Consultants. The primary purpose of my revision was to take account of certain points both you and Colonel White had made and to define somewhat more precisely what my R&D responsibilities would be.

2. Since we are having no Deputies Meeting today (2 April) I am sending you a copy of the revised paper for a final look. For your information there are only inconsequential editorial revisions in the first three paragraphs; the fourth paragraph is the one in which some changes have been made. I hope it is satisfactory in its present form.

3. Although as indicated on the attached copy, the Director has signed this paper in its present form, this was subject to any further comments you and the DD/S might have to make. I am sending a copy to the Acting DD/S at this time so he may start preparation of whatever issuance he deems necessary. If, however, you or Gates Lloyd believe further changes are in order, I am sure the Director would accept them. What I am trying to say is that you should not regard the Director's signature as in any way foreclosing further changes if you believe them to be desirable.

4. If you could let me have your reaction by phone, I will advise the Acting DD/S. If this version is satisfactory to you, I will probably at some point ask you to initial the original for the files.

Attachment.

/S/
RICHARD M. BISSELL, JR.
Special Assistant to the Director
for Planning

cc: Acting DD/S

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ROUTING AND RECORD SHEET

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SUBJECT: (Optional)
Proposed Notice [redacted] Organization and Functions, "Special Assistant for Planning and Development" (Job No. 2155-TT)

FROM:
Acting Deputy Director (Support)

NO
DD/S 58-1274

DATE
7 April 1958

TO: (Officer designation, room number, and building)	DATE REC'D	DATE FWD'D	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Mr. Richard Helms Chief of Operations, DD/P				1. Request concurrence and return for submission to the Director of Central Intelligence for authentication. CONCUR:
2. Acting Deputy Director (Support)				
3.				
4.				[redacted] 8 APR 1958 STAT
5.				COPS-DD/P Date
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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M 5 8 1958

MEMORANDUM FOR: Project Review Committee

10-2624

STAT STAT STAT STAT

SUBJECT : Revision of Regulation [redacted] "Organization and Functions," Regulation [redacted] "Agency Activities Approval System," and Regulation [redacted] "Project Review Committee"

1. PURPOSE

To appropriately amend Agency Regulations, in response to policy approvals by the Director and Deputy Director of Central Intelligence, to establish the responsibilities of the Special Assistant to the Director for Planning and the Project Review Committee for program analysis at the Agency level and the review of the Summary Operating Budgets of major Agency components.

2. FACTS BEARING ON THE PROBLEM

a. The "Survey of the Office of the Comptroller" by the Inspector General in October 1954 contained two recommendations which, in their implementation, have affected the functions of the Project Review Committee. These two recommendations were as follows:

(1) Recommendation 6 stated that "Provision should be made for the integration of statistical and financial analyses with substantive and operational analyses of the Agency's activities. The Director should establish a committee composed of representatives of the DD/A, DD/I, and DD/P, and chaired by the Special Assistant to the Director for Planning and Coordination, to submit recommendations for maximum profitable utilization of program analysis throughout the Agency."

(2) Recommendation 8 stated that "A Director's Budget Advisory Committee should be established and charged with reviewing all budget estimates and submitting recommendations to the Director for their approval or revision. The committee should be under the chairmanship of the Deputy Director and composed of the DD/A, the DD/I, the DD/P, the Special Assistant to the Director for Planning and Coordination, and the Comptroller as secretary and advisor. The Comptroller should provide the statistical and fiscal data required for thorough review and should assess the financial feasibility of the budget requests."

b. With respect to 2a(1) above, the Deputy Director of Central Intelligence, by

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memorandum dated 5 October 1955, directed the Special Assistant to the Director for Planning and Coordination to organize a committee as recommended by the Inspector General, to arrange appropriate studies, and to submit to the Director the Committee's recommendations for maximum utilization of program analysis throughout the Agency. On 3 September 1957 the SA/PC/DCI submitted specific conclusions and recommendations, as follows:

(1) That program analysis at the Agency level should be conducted annually at the time of PRC submissions and on special occasions at the request of the Director of Central Intelligence;

STAT (2) That in the main the basic data required for program analysis is now required from DD/P by CIA Regulation [redacted] to be submitted for new and continuing programs to the PRC and is in the operating budgets of all Agency components -- these operating budgets are at present reviewed by the Comptroller who submits them with his recommendations to the DCI through the PRC;

(3) That the staff attached to the SA/PC/DCI should analyze data submitted to the PRC, requesting additional data from submitting officers as necessary, and provide to the chairman of the PRC observations, conclusions, or recommendations.

The above recommendations were concurred in by the Deputy Director (Plans), the Deputy Director (Support), and the Deputy Director (Intelligence), and were approved by the Director on 23 September 1957.

c. With respect to paragraph 2a(2) above, the Deputy Director (Support) recommended that the budgetary review function be performed by the Project Review Committee rather than establish a separate committee with an identical membership. The Inspector General concurred in this recommendation on 18 August 1955, and it was approved by the Deputy Director of Central Intelligence on 19 August 1955. Since that date the Summary Operating Budgets, as prepared by the Comptroller, have been submitted to the Director through the Project Review Committee.

d. In a memorandum dated 19 August 1955, the Deputy Director of Central Intelligence directed that the Deputy Director (Support) consider what changes in Project Review Committee regulations may be necessary to give the essential features of the function to the Project Review Committee.

3. DISCUSSION

a. The responsibilities and duties delegated to the Project Review Committee, the Special Assistant to the Director for Planning, and the Comptroller by the

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actions cited above have already been assumed. The Agency Regulations, however, have not been amended to formalize the changes.

b. It is not necessary to extensively modify the Regulations, but only to provide additional delegations of responsibility to the Project Review Committee and its individual members (including the Comptroller as a nonvoting member). The development and publication of detailed procedures is not warranted in this instance, since the review of Summary Operating Budgets by the Project Review Committee and program analysis are not functions requiring detailed procedural guidance on an Agency-wide basis. Should the Project Review Committee determine at some future time that working-level participation is necessary to perform these functions, then appropriate procedural instructions will be developed and published in the light of experience which we shall then have.

c. In view of the above, the proposed regulatory changes set forth below restrict themselves to functional statements for the Project Review Committee and the Special Assistant to the Director for Planning.

4. CONCLUSIONS

That the following changes should be effected in Agency Regulations:

STAT a. In Regulation [redacted] "Organization and Functions, Special Assistant for Planning," add as paragraph 7e, "Conduct program analysis as directed by the Director of Central Intelligence."

STAT b. In Regulations [redacted] insert appropriate language to provide for the Project Review Committee review of the Summary Operating Budgets. Attached as Tab A are copies of the two Regulations as they now exist with proposed additions underlined and proposed deletions lined through.

5. RECOMMENDATION

It is recommended that the changes enumerated in paragraph 4 above, be approved by the Project Review Committee.

Signed

L. K. WHITE
Deputy Director
(Support)

Attachment:
Tab A

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SUBJECT: Revision of Regulation [redacted] "Organization and Functions,"
Regulation [redacted] "Agency Activities Approval System,"
and Regulation [redacted] "Project Review Committee"

CONCURRENCES:

/s/ Richard Helms
for Deputy Director (Plans)

7 Mar 1958
Date

/s/ Robert Amory, Jr.
Deputy Director (Intelligence)

Mar 12 1958
Date

/s/ Lyman Kirkpatrick
Inspector General

8 March 1958
Date

/s/ Richard M. Bissell, Jr.
Special Assistant to the
Director for Planning

12 March 1958
Date

APPROVED:

(Signed) C. P. CABELL
Acting Director of Central Intelligence

5 [illegible]
Date

SA-DD/S:TBA:ecb (5 March 1958)
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